

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my concern regarding [specific issue] at [Company's Name]. This situation has [briefly describe the impact on your job, work environment, or morale].

I believe addressing this matter is crucial for maintaining a positive and productive workplace. I would appreciate the opportunity to discuss this issue further and explore potential solutions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]